



The Glennie School  
Position Description for  
**Secondary French and French  
Immersion Teacher (including  
French Extension)**

CLASSIFICATION LEVEL:	Secondary Teacher(s)
REMUNERATION:	Commensurate with the Anglican Schools' remuneration scales
QUALIFICATION LEVEL:	Qualifications relevant to teaching area. Applicant must either be eligible for teacher registration or have registration as a teacher in Queensland schools.
SUPERVISOR:	Head of Department – French Immersion
POSITION DETAILS:	Contract, full-time position from Term 3 2019 to the end of Term 3 2020. All teachers are required to undertake co-curricular responsibilities within their negotiated Hours of Duty on a pro-rata basis.
PERFORMANCE REVIEW:	A six-month probation period will apply from the date of initial appointment. Performance review will be conducted by the School annually after the date of initial appointment.

### **POSITION SUMMARY**

The Glennie Secondary French and French Immersion Teacher (including French Extension) is responsible for creating a dynamic and engaging learning environment in which every student is encouraged to become All She Can Be. ®

### **PERSONAL ATTRIBUTES AND GENERAL PREREQUISITES OF THE POSITION**

The personal attributes and skills expected for this position include the ability to:

- demonstrate support for, and empathy with, Christian Values and beliefs; together with The School's philosophy, policies and procedures, values and commitment to the Anglican ethos
- comply with all guidelines, policies and procedures as set out in legislation, the current Queensland Anglican Schools Enterprise Agreement and other School policies
- maintain confidentiality in all matters relating to students, parents and staff
- demonstrate well-developed interpersonal skills, displaying a warm and caring attitude towards all members of the Glennie community

- ensure daily behaviour and dress standards are professional, and area of work is kept to an acceptable tidiness standard
- demonstrate effective organisational and time management skills, meeting deadlines and displaying initiative while accepting responsibility
- be able to work independently and with little supervision
- demonstrate effective IT skills appropriate for the position
- be committed to one's own continued self-improvement through professional learning
- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that The School reserves the right to modify the position to meet its operating needs
- be aware of, and be able to act on, School emergency procedures and carry out the Workplace Health and Safety (WH&S) obligations of The School as indicated in the School on-line induction training and Staff Handbook
- undertake other reasonable and relevant duties within skills, knowledge and capabilities as directed by the Principal or their representative
- support the School's staff mission statement
- advocate for all areas of The Glennie School at all times

## **DUTIES AND RESPONSIBILITIES**

The responsibilities of the Glennie Secondary French and French Immersion Teacher will include, but not be limited to the following:

- Plan, prepare and deliver instructional activities that facilitate active learning
- Develop schemes of work and lesson plans
- Establish and communicate clear objectives for all learning activities
- Prepare classrooms for class activities
- Provide a variety of learning materials and resources for use in educational activities
- Identify and select different instructional resources and methods to meet students' varying needs
- Instruct and monitor students in the use of learning materials and equipment
- Integrate technology to support instruction
- Observe and evaluate students' performance and development
- Assign and mark class work, homework, tests and assignments in a timely manner
- Provide appropriate feedback on work
- Encourage and monitor the progress of individual students
- Maintain accurate and complete records of students' attendance, progress and development
- If required, take responsibility for reporting daily attendance, communicating morning notices, checking uniform etc. to a pastoral care group
- If required, undertake non-teaching duties such as accompanying students to Chapel services and Assemblies
- Prepare required reports on students and activities
- Meet deadlines as required
- Report academic or pastoral care concerns to the Head of Department or the relevant Head of House
- Maintain good order in the classroom in accordance with the Anglican ethos and standards of respect, courtesy and discipline required by The School

- Perform certain pastoral duties including, but not limited to, student support, counselling students with academic problems and providing students with encouragement
- Participate in co-curricular activities as required
- Participate in department, school meetings and parent meetings
- Keep up to date with developments in subject area, teaching resources and methods, and make relevant changes to instructional plans and activities
- Attend meetings, training, school functions as required and perform regular duties such as playground duty, examination supervision etc. Some of these may require attendance out of hours
- Engage in an annual review and development process in alignment with the Australian Professional Teaching Standards in the spirit of ongoing professional learning

The specific responsibilities of the Glennie Secondary French and French Immersion Teacher will include, but not be limited to the following:

- Teach students in Years 8, 9 and 10, utilising the French Language via the Immersion style of teaching, i. e. without the use of English
- Assist with QCAA documentation – Year 12 Verification and preparing new QCE assessment for endorsement

## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person, including that of employees.

The Anglican school commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm. Staff must:

- attend all student protection mandatory training annually and any other professional learning events as required by the School
- understand and comply with all obligations under the Student Protection in Anglican Schools Policy and Procedure as they relate to this position
- support and engage with all student protection initiatives and programs across the School
- comply with all reporting requirements as detailed in the Student Protection in Anglican Schools Policy and Procedure 2018

Please forward applications including appropriate qualifications and the names and the contact details of three Professional Referees (external candidates) or two Professional Referees (internal candidates) to:

Human Resources Manager  
 Mrs Sabine Eadie  
 The Glennie School  
 246a Herries Street  
 TOOWOOMBA QLD 4350

F: 07 4688 8767  
 E: eadies@glennie.qld.edu.au